| CM/ECF | Chapter II |
|---|---|
| | Case Opening |
| External User's Guide | Section 1.4.14 |
| U.S. Bankruptcy Court, Southern District of Florida | Statement of Current Monthly Income and |
| | Calculation of Disposable Income: Official Form B22C, |
| | Ch. 13 individual debtors only |
| | |

- IV. <u>File Statement of Current Monthly Income and Calculation of Disposable Income</u> (Official Form B22C, Chapter 13 only).
- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

- STEP 4 **Verify the identity of the case**. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- The **Miscellaneous** screen will display. Select **Statement of Current Monthly Income and Disposable Income [Ch 13]**. Use the drop down list to locate and highlight the selection or click on the "s" key repeatedly until the selection appears. Click **Next.**
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- STEP 7 The **PDF Document Selection** screen will display.
 - Click Browse to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select Open to view the image. Once verified, double-click the PDF file or click Open to select and associate it with the docket entry.
 - ♦ The Attachments to Document option defaults to No. Click Next.

CM/ECF External User's Guide

U.S. Bankruptcy Court, Southern District of Florida

Chapter II

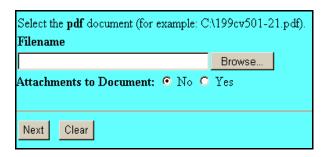
Case Opening

Section 1.4.14

Statement of Current Monthly Income and
Calculation of Disposable Income:
Official Form B22C,

Ch. 13 individual debtors only

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "Attachments to Documents" for instructions on how to file attachments. Click **Next**.



CRITICAL ISSUE - The image MUST be viewed <u>before</u> attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

| Docket Text: Modify as Appropriate. | | |
|---|--|--|
| Statement of Current Monthly Income and Disposable Income Calculation | | |
| Filed by Debtor Betty Smith . (Cradic, Cam) | | |

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text
Statement of Current Monthly Income and Disposable Income Calculation Filed by
Debtor Betty Smith. (Cradic, Cam)

| CM/ECF | Chapter II |
|---|---|
| External User's Guide | Case Opening |
| | Section 1.4.14 |
| U.S. Bankruptcy Court, Southern District of Florida | Statement of Current Monthly Income and |
| | Calculation of Disposable Income: Official Form B22C, |
| | Ch. 13 individual debtors only |
| | |

- STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** This is the verification that the document has been filed electronically.
 - ♦ The NEF will be served upon all case participants authorized to receive electronic service.
 - To view the court docket and/or notice, click on the case/docket number hypertext link and the system will prompt the user for a PACER login.